

	STANDARD OPERATING PROCEDURE State Form 39870(R/S-06)	Reference Number HMR-009
	Subject Voluntary Transfer – Troopers	
	Special Instructions Replaces HMR-009 dated January 1, 2012	Effective Date January 15, 2015

I. **PURPOSE**

Establish guidelines for ISP enforcement personnel requesting a voluntary transfer of duty assignment.

II. **POLICY**

Voluntary transfers may be granted to qualified ISP enforcement personnel as provided in this procedure. All transfers shall be made to meet the needs and best interests of the Department.

III. **PROCEDURE**

A. Enforcement personnel the rank of Trooper assigned to enforcement duties, may request a voluntary transfer within their assigned District. Positions available for a voluntary transfer are limited to those not requiring selection through the promotion process.

1. Such request shall be submitted in writing through channels, to the District Commander.
2. A vacancy must exist in the county requested.
3. Such request may be granted at the discretion of the District Commander.

B. Enforcement personnel the rank of Trooper who have successfully completed the probationary period following their initial appointment, may request a voluntary transfer to another District when announced. Positions available for voluntary transfer are limited to those not requiring selection through the promotion process.

1. Such request shall include the district and county(s) of assignment requested.
2. The Trooper requesting the transfer must be willing to reside in the District requested and/or meet the residency requirements detailed in [HMR-007](#) within the time requirement specified in the transfer. The District Commander shall make assignments based upon personnel needs within the District.
3. The request shall be sent, through channels, to the District, Area and Zone Commanders of the Trooper's present assignment and the District, Area and Zone Commanders where the vacancy exists. The request shall then be forwarded to the Assistant Chief of Staff (AC/S) Human Resources and Administration (HRA), who will review the request with the Chief of Staff.
4. Commanders shall include written recommendations in successive endorsement portions of the Request for Transfer form.

5. The AC/S HRA shall notify the Trooper when the request is approved or denied.

C. Inter-district transfers of Troopers may, from time to time, be authorized for those who have not completed the probationary year. When successive recruit schools graduate officers within a 12 month period, the Superintendent may authorize Probationary Trooper transfers before the newest probationers are assigned to Districts. When this situation exists, the provisions of this directive shall be applied as if the probationers had completed the probationary period and are requesting a transfer.

D. Hardship Transfer requests shall be forwarded, through channels, to the AC/S HRA. The AC/S HRA shall review each request with the Chief of Staff and provide the requesting employee an opportunity to present the issues surrounding their request. A decision will normally be rendered within 48 hours of the meeting.

E. Each District receiving a transfer, or authorizing an inter-district transfer, shall be required to update the Department's Unit Book e.g. new car number, change of address, etc. for all affected personnel.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies and procedures.